



Change Management Plan

Prepared by:

Northrop Grumman Corporation



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1.0 Executive Summary

The intent of the Interoperability Montana (IM) Change Management Plan is to define the mechanisms for requesting, evaluating, deciding, and tracking possible changes to the project scope and all related activities and deliverables. The plan:

- Establishes a Change Control Process that defines the method by which proposed changes are approved or rejected based on the analysis of the change and the implication of the proposed changes on schedule, budget, and scope.
- Defines a procedure by which project team members and stakeholders can request changes. The project management office will manage those requests.
- Defines how the results of analysis and evaluation are recorded.

1.1 Purpose

The Change Management Plan provides the IM project with a method of controlling and monitoring project changes. Change is defined as any activity that alters the scope, schedule, deliverables, or costs of the project. The Change Management Plan also seeks to increase communication regarding change to the project, while delegating authority to facilitate appropriate decisions. Key objectives are to:

- Identify changes in scope, or other unplanned activity, in advance and control them.
- Resolve any questions or issues that may surface between vendors and the project team regarding scope and/or project deliverables outlined in the Statement of Work (SOW).
- Ensure that new tasks and other requested changes are justified, and that affected deliverables are identified and modified accordingly.
- Obtain authorization to proceed with the changes and assign them to appropriate individuals to be completed.
- Monitor the progress and cost of the changes.

The Change Management Plan will apply to the following types of changes:

- Any change of project scope or unplanned activity not explicitly within the scope of the current baselined work plan.
- Any change to the baselined project plan.
- Modifications to approved (signed-off) project deliverables except where the deliverable has a suspected fault (e.g., where factual errors are subsequently discovered in an approved document).



2.0 Change Request Roles & Responsibilities

A change request can originate from a variety of sources. This includes, but is not limited to, the immediate project team, sub-contractors, any state agency and stakeholders. Regardless of the source, each change request will be subject to same process for documentation, evaluation, analysis and disposition.

Role	Duties
Originator	<ul style="list-style-type: none">• Identifies need for a project change request (PCR)• Notifies project manager of the pending change• Assists in providing additional research• Assists in documenting the PCR• Identifies potential risks associated with the PCR• Assists in identifying scope and schedule impacts
Project Manager	<ul style="list-style-type: none">• Receives notice of an impending change• Performs initial evaluation and analysis with the originator including:<ul style="list-style-type: none">○ Impact to the project scope and quality○ Impact to the project schedule○ Impact to the project cost• Assigns PCR number and updates the Change Management Register• Completes the PCR form• Presents the PCR to the IMPD, IMTC, or IMGC as applicable.
IMTC	<ul style="list-style-type: none">• Perform technical review of new PCR's that have a technical impact to the project• Formulate and carry forward a recommendation to the IMPD
IMGC	<ul style="list-style-type: none">• Perform review of new PCR's that have an impact to the governance or financing of the project• Formulate and carry forward a recommendation to the IMPD
IMPD	<ul style="list-style-type: none">• Discuss on a monthly basis to review open PCR's, and to evaluate new PCR's• Review PCR's and provide direction• Render decisions on PCR's• Prepare recommendations for PCR's escalated by the IMTC and IMGC• Direct Contract Holder of approved PCR's

**Contract Holder**

- Review PCR's and administer contract changes

3.0 Project Change Control Procedure

The Project Change Control (PCR) Register and PCR Form are the primary tools to document, record and track any change that could impact scope or budget. These documents, presented in Appendix A and B respectively, will be used to log PCR's and track them through disposition.

When a potential change is identified, it should be brought to the attention of the project manager for initial evaluation. Based on the merit of the proposed change, and it's potential of impacting scope, schedule and budget, the project manager will decide on the proper course of action. Normally the results of this first evaluation will be one of the following:

- Does not meet the criteria of a change
- An alternative approach negates the need for the change
- The potential impact falls within the project managers disposition authority
- The PCR will require review by the CCB

If the proposed PCR is accepted by the project manager, it will be assigned a control number and entered in the PCR register along with the title, a brief description, priority, name of originator and the date issued.

The originator with the assistance of the project manager will complete the PCR form. The following information will be documented:

- Date required – the desired date for final disposition
- Reason for the change – explanation of why the change is required
- Description of the change – detailed description of the change to include alternative if applicable
- Cost estimate – the estimated cost of implementing the change
- Ramifications if the change is not accepted – expected impact if change is not accepted

Executive project management will determine the disposition authority of the project manager. If the PCR falls within these parameters, the project manager will assess the merits of the PCR and render a decision. However, if the PCR requires review by the CCB, the project manager will distribute the PCR for discussion at the next scheduled CCB meeting. If the PCR is of a high priority, the project manager has the option of scheduling a conference call with the CCB to expedite reaching a decision on the disposition.

The CCB will review the merits of the proposed changed taking into account the impact on the project budget and schedule. Should it be determined that the business case for the PCR is justified, but the cost impact is greater than \$50,000, the PCR should be deferred

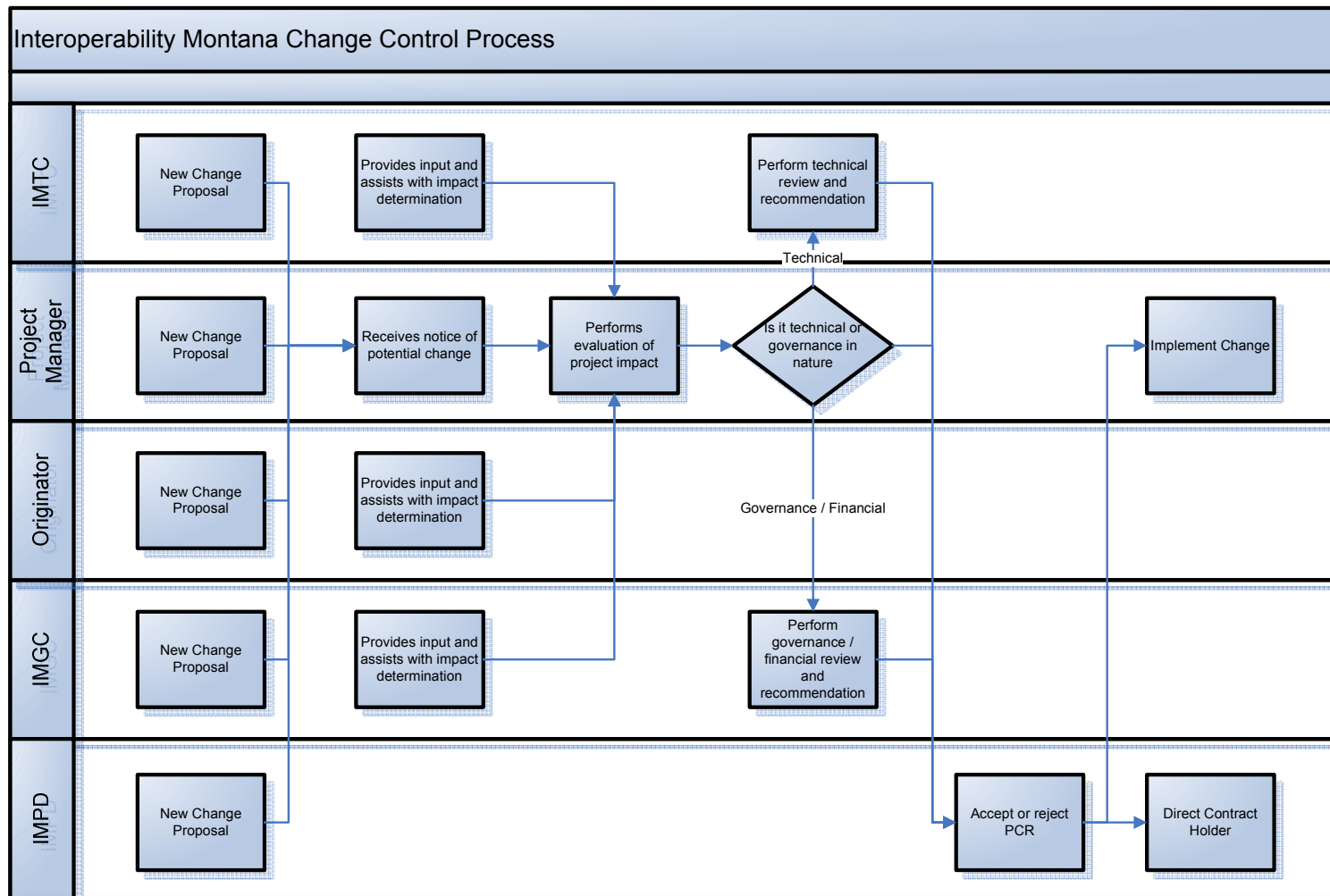


to the IMTC for discussion. The IMTC will have the final decision making authority for any PCR's that are over the CCB authorization limit.

The results of either the project manager's decision, that of the CCB or IMTC, will be entered on the PCR form, with the PCR Register updated accordingly.



3.1 PCR Process Flow





Appendix A – Sample Change Management Register


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IM Change Register

PCR Number	PCR Title	PCR Description	Submitted By	Date Issued	Financial Impact	Date Required	NG Approval	Client Approval	Status	Disposition
IM PCR001	05 Infrastructure	The Interoperability Montana Technical Committee (IMTC) has recommended the development of 26 infrastructure projects which make up the use of '05 Department of Homeland Security funds. The IMTC further defined 10 of those projects to begin immediately, with the remaining 16 sites to be planned for development in 2007. This change request is to address the project management of the 10 sites to be developed in 2006.	Mark Adams	6/13/2006	\$170,000	7/16/2006	Denny Espeland	Cheryl Liedle	Approved	Completed
IM PCR002	NT Extension	The Northern Tier project is projected is expected to extend through August 2007 based on current projections. There has also been a new award of the MIS Vendors contract, of which Northrop Grumman is a successful bidder. At the request of the Department of Administration, Information Technology Services Division contracts written under the old MIS IT Services Contract No. SPB 03-675B, are being transferred to the new MIS IT Services Contract No. SPB 06-1263B. Existing contracts that are intended to continue will be rewritten to reference the new MIS Services Agreement. The purpose of this change request is to document the approved changes that occurred throughout the execution of the current SOW and request approval to finalize the existing contract based upon the status of the task definitions below. A new Statement of Work has been developed for the Northern Tier which will reflect the project management activities and deliverables anticipated to be completed during the period of December, 2006 through September of 2007.	Tom Olsen	12/15/2006	\$509,856	12/21/2006	Jim Arndell	John Horn	Approved	Completed
IM PCR003	IM Extension	The Interoperability Montana project is								



Appendix B – Sample PCR

		Project Change Request (PCR)	
Client Name:	Interoperability Montana Project Directors		
Project Name:	Interoperability Montana		
Project Phase:	Implementation		
Project Manager:	Mark Adams		
Request Title:			
Request Number:			
Date Issued:			
Date Required:			
Reason for Change:			
Description of Change:			
Cost Estimate:			
Ramifications:			
Approved:	Rejected:	Pended:	Deferred:
Reason for Rejection or Deferral:			
Northrop Grumman Manager		IMPD Chair	
Name:		Name:	
Signature:		Signature:	
Date Signed:		Date Signed:	
IM Executive Director		DES	
Name:		Name:	
Signature:		Signature:	
Date Signed:		Date Signed:	